



Innovation Program Coordinator

ASSOCIATION FOR ENTERPRISE OPPORTUNITY (AEO) seeks an Innovation Program Coordinator with administrative, project/program management and external communication experience.

ABOUT AEO

Association for Enterprise Opportunity (AEO) is a growing and dynamic organization. AEO is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 25 years, AEO and our 1,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

POSITION DESCRIPTION

The Innovation Hub at AEO is where new methods, products, services, and ideas to help support the small business ecosystem are born. Our model is grounded in research, which identifies the needs of small businesses and the gaps in the services available to them. These findings are then used to engage cohorts of diverse stakeholders in co-designing new solutions and platforms that can start to fill in the gaps. This process is iterative—we are continually using our learnings from the research we conduct and cohorts we facilitate to drive transformational change.

The Program Coordinator will support the Innovation team in the planning, development, and implementation of various programs, pilots and related activities as assigned by the VP, Innovation Engineering. The Program Coordinator is an integral member of the team and its success. S/he will provide support to the Innovation team to ensure all program, research and pilot goals are achieved.

KEY RESPONSIBILITIES

- Support planning and coordination of the programs, pilots, events and activities of the Innovation Hub team.
- Support the recruiting, application, onboarding and training process of programs and pilots and related activities
- Help build and maintain positive and quality relations within the team and external parties
- Ensure projects adhere to frameworks and that all documents are maintained appropriately for each project

- Evaluate and monitor existing procedures for effectiveness, risks and recommends improvements as appropriate
- Provide administrative support for scheduling, organizing meetings and events, collecting surveys, recruiting participants, reviewing applications and maintaining program and pilot documentation/report.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Bachelor's Degree required and at least 3 years of professional experience
- Demonstrated history of program and/or project management
- Strong interpersonal and communication skills
- Strong problem-solving and creative solution skills
- Resourcefulness and the ability to take initiative and handle multiple projects in a fast-paced environment with frequent interruptions
- Ability to establish and maintain effective relationships with a variety of stakeholders
- Highly organized with strong attention to detail and ability to manage multiple tasks and deadlines.
- Ability to address and evaluate medium to complex issues/projects; ability to work independently and exercise judgement and initiative.
- Ability to coordinate multiple project calendars and organize meetings and/or special events
- Competency in Microsoft applications including Word, Excel and Outlook.

SALARY AND BENEFITS

Salary is commensurate with experience. AEO offers a comprehensive benefits package and generous leave policies.

WE OFFER

- Competitive compensation based on experience including retirement matching.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.
- A convenient location in downtown Washington, D.C.
- An onsite gym and rooftop patio.

TO APPLY

Please email resume, salary requirements, and cover letter with "Program Coordinator" in the subject line to careers@aeoworks.org. Application will be reviewed on a rolling basis through June 12.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.